B7400-1 A

ExpenseChec!

September 1984
T-148

Communique

The corporate advisory for cost-effective business travel.

Entertainment: Image or Investment

In most corporations, entertainment is an authorized sales travel expense. But what is the best guideline to follow when making spending decisions for entertainment?

Some say that the image your company wants to portray should be a major factor. While it is an inportant consideration, image is primarily conveyed by the quality of your product or service, and not by how much money you spend wining and dining a prospect or client.

Rather, consider entertainment expense in line with the potential benefit that could be realized. Treat it as an investment in revenue potential. Each individual entertainment decision should be measured against the probability of generating revenue from that effort.

Reminder: Be certain that your employees are completely up to speed on your corporate travel policy dealing with entertainment. If your policy is silent on that subject, we recommend an immediate revision to include management's position on the types of entertainment allowed, the circumstances in which the investment is appropriate and the groundrules for authorization and dollar limits.

Trendlines

Sharply higher activity levels, as indicated by a 15% increase in dine-alone meals and an 8% climb in number of lodging nights, resulted in a 13.2% spurt in September Total Travel Expenses. Car Rental expense was the only cost element which bucked the upswing in travel dollar outlay.

Year to date, Total Travel Expenses are 4.1% ahead of 1983 year end results. The Consumer Price Index increase over that same period was 3.6%.

Entertainment expenses? While there was an 11% surge in expenditures during the month of September, you'll note that, year-to-date, entertainment spending per traveler is down nearly 5%!

BTC Index

The Business Travel Cost Index has dropped 3.4 points since June; and stands at 177.4 as of the close of the third quarter. Fewer trips have driven the cost curve downward during the summer months. The BTC base period is 1976, with a value of 100.0 assigned to $356.20, the monthly spending rate of the U.S. Trendlines traveler over that full calendar year.

BTC Index

177.4 as of 9/84

Happy Thanksgiving!

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 93.00	$	$ 87.60	$
Lodging	140.26		136.83	
Public Transportation	165.56		166.10	
Car Rental	21.60		25.82	
Telephone & Telegraph	81.03		79.41	
Postage & Supplies	32.33		30.01	
Entertainment	59.24		60.69	
Miscellaneous	49.68		45.27	
TOTAL TRAVEL EXPENSES	$ 642.70	$	$ 631.73	$
MEAL ANALYSIS				
Average Number Per Traveler Month	12.2		11.6	
Average Cost Per Meal -	$ 7.61	$	$ 7.53	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.8		2.7	
Average Cost Per Night -	$ 50.88	$	$ 49.93	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 21.4 %	%	DOWN 7.5 %	%
Lodging	UP 8.4		UP 8.2	
Public Transportation	UP 12.1		UP 7.4	
Car Rental	DOWN 6.4		DOWN 14.2	
Telephone & Telegraph	UP 13.9		UP 18.6	
Postage & Supplies	UP 7.1		UP 10.6	
Entertainment	UP 11.1		DOWN 4.9	
Miscellaneous	UP 35.9		UP 5.0	
TOTAL TRAVEL EXPENSES	UP 13.2 %	%	UP 4.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 15.1 %	%	DOWN 10.1 %	%
Average Cost Per Meal -	UP 5.7 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 7.7 %	%	DOWN 3.6 %	%
Average Cost Per Night -	UP 1.3 %	%	UP 11.2 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1 A

2

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 143.84	$	$ 133.25	$
Lodging	275.84		235.75	
Public Transportation	562.02		468.92	
Car Rental	74.53		63.56	
Telephone & Telegraph	43.89		41.75	
Postage & Supplies	8.45		10.50	
Entertainment	306.03		283.60	
Miscellaneous	113.00		82.43	
TOTAL TRAVEL EXPENSES	$ 1527.60	$	$ 1319.76	$

MEAL ANALYSIS				
Average Number Per Traveler Month	18.7		17.6	
Average Cost Per Meal -	$ 7.71	$	$ 7.55	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.7		4.4	
Average Cost Per Night -	$ 58.52	$	$ 53.84	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 11.5 %	%	DOWN 23.5 %	%
Lodging	UP 16.2		UP 38.5	
Public Transportation	UP 17.7		UP 62.8	
Car Rental	UP 1.0		UP 66.1	
Telephone & Telegraph	DOWN 5.4		DOWN 19.7	
Postage & Supplies	DOWN 11.2		UP 79.2	
Entertainment	DOWN 6.6		UP 98.2	
Miscellaneous	UP 20.9		UP 65.9	
TOTAL TRAVEL EXPENSES	UP 9.6 %	%	UP 43.2 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 10.7 %	%	DOWN 21.4 %	%
Average Cost Per Meal -	UP 1.2 %	%	DOWN 2.8 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 6.8 %	%	UP 18.9 %	%
Average Cost Per Night -	UP 9.3 %	%	UP 18.5 %	%

11/84

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1 A

13

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 91.98	$	$ 93.95	$
Lodging	182.30		179.49	
Public Transportation	158.67		181.94	
Car Rental	21.35		23.41	
Telephone & Telegraph	125.78		124.15	
Postage & Supplies	50.89		48.57	
Entertainment	90.41		88.24	
Miscellaneous	41.29		46.48	
TOTAL TRAVEL EXPENSES	$ 762.67	$	$ 786.23	$
MEAL ANALYSIS				
Average Number Per Traveler Month	13.5		13.6	
Average Cost Per Meal -	$ 6.80	$	$ 6.90	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.5	
Average Cost Per Night -	$ 53.59	$	$ 51.74	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	DOWN 5.2 %	%	UP 6.5 %	%
Lodging	DOWN 1.2		UP 13.4	
Public Transportation	DOWN 21.5		UP 10.7	
Car Rental	DOWN 26.2		UP 45.7	
Telephone & Telegraph	UP 4.4		UP 9.8	
Postage & Supplies	UP 3.6		UP 10.4	
Entertainment	UP 6.4		UP 11.9	
Miscellaneous	DOWN 11.1		UP 5.4	
TOTAL TRAVEL EXPENSES	DOWN 6.3 %	%	UP 11.2 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 2.2 %	%	UP 2.3 %	%
Average Cost Per Meal -	DOWN 3.1 %	%	UP 4.1 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	UP 20.7 %	%
Average Cost Per Night -	UP 0.2 %	%	DOWN 5.9 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

11/26/84 B7400-1 A

4

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 96.00	$	$ 93.72	$
Lodging	227.40		216.75	
Public Transportation	316.79		288.70	
Car Rental	44.86		47.92	
Telephone & Telegraph	144.81		144.31	
Postage & Supplies	30.67		28.96	
Entertainment	115.24		96.51	
Miscellaneous	54.08		59.39	
TOTAL TRAVEL EXPENSES	$ 1029.85	$	$ 976.26	$
MEAL ANALYSIS				
Average Number Per Traveler Month	13.9		13.4	
Average Cost Per Meal -	$ 6.91	$	$ 7.01	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.0		4.0	
Average Cost Per Night -	$ 56.41	$	$ 54.83	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 2.0 %	%	UP 3.5 %	%
Lodging	UP 0.7		UP 6.6	
Public Transportation	UP 10.5		DOWN 2.9	
Car Rental	DOWN 15.2		DOWN 9.8	
Telephone & Telegraph	DOWN 6.3		DOWN 0.3	
Postage & Supplies	DOWN 0.1		UP 6.9	
Entertainment	UP 29.6		UP 5.0	
Miscellaneous	DOWN 11.8		DOWN 2.3	
TOTAL TRAVEL EXPENSES	UP 3.5 %	%	UP 0.8 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.7 %	%	UP 1.5 %	%
Average Cost Per Meal -	DOWN 1.8 %	%	UP 2.0 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	UP 2.6 %	%
Average Cost Per Night -	DOWN 0.1 %	%	UP 6.1 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

B7400-1 A

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 48.75	$	$ 53.71	$
Lodging	62.57		74.76	
Public Transportation	125.67		115.79	
Car Rental	59.91		67.42	
Telephone & Telegraph	1.71		1.67	
Postage & Supplies	.05		.08	
Entertainment	39.50		48.22	
Miscellaneous	12.39		12.20	
TOTAL TRAVEL EXPENSES	$ 350.55	$	$ 373.85	$

MEAL ANALYSIS				
Average Number Per Traveler Month	6.3		7.0	
Average Cost Per Meal -	$ 7.80	$	$ 7.69	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.3		1.5	
Average Cost Per Night -	$ 49.35	$	$ 51.43	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES Meals	UP 10.7 %	%	UP 11.3 %	%
Lodging	UP 13.6		UP 6.3	
Public Transportation	UP 43.1		DOWN 6.9	
Car Rental	DOWN 4.4		UP 0.3	
Telephone & Telegraph	UP 28.6		DOWN 47.8	
Postage & Supplies	DOWN 61.5		DOWN 94.0	
Entertainment	DOWN 7.1		DOWN 13.1	
Miscellaneous	UP 68.6		UP 8.2	
TOTAL TRAVEL EXPENSES	UP 16.5 %	%	DOWN 2.0 %	%
MEAL ANALYSIS Average Number Per Traveler Month	UP 3.3 %	%	UP 9.4 %	%
Average Cost Per Meal -	UP 7.6 %	%	UP 2.5 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 8.3 %	%	UP 7.1 %	%
Average Cost Per Night -	UP 7.3 %	%	UP 1.1 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 106.01	$	$ 106.08	$
Lodging	189.15		183.35	
Public Transportation	214.94		234.33	
Car Rental	24.71		25.36	
Telephone & Telegraph	189.54		196.62	
Postage & Supplies	25.98		27.62	
Entertainment	74.87		75.98	
Miscellaneous	56.42		56.53	
TOTAL TRAVEL EXPENSES	$ 881.62	$	$ 905.87	$
MEAL ANALYSIS				
Average Number Per Traveler Month	18.0		17.9	
Average Cost Per Meal -	$ 5.89	$	$ 5.94	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.5	
Average Cost Per Night -	$ 53.28	$	$ 52.34	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 1.6 %	%	DOWN 1.9 %	%
Lodging	DOWN 1.6		UP 4.0	
Public Transportation	UP 2.4		UP 1.2	
Car Rental	UP 23.2		DOWN 12.5	
Telephone & Telegraph	DOWN 0.9		UP 18.2	
Postage & Supplies	DOWN 0.5		DOWN 5.4	
Entertainment	UP 1.0		DOWN 10.8	
Miscellaneous	UP 5.1		DOWN 12.9	
TOTAL TRAVEL EXPENSES	UP 1.2 %	%	UP 1.7 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.4 %	%	UP 1.1 %	%
Average Cost Per Meal -	DOWN 1.7 %	%	DOWN 2.9 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 2.8 %	%
Average Cost Per Night -	UP 0.3 %	%	UP 6.6 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

11/84

87400-1 A

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	SEPTEMBER 1984		SEPTEMBER 1984	
EXPENSES				
Meals	$ 81.39	$	$ 71.23	$
Lodging	88.37		80.47	
Public Transportation	66.26		72.45	
Car Rental	8.41		7.94	
Telephone & Telegraph	56.58		51.32	
Postage & Supplies	12.91		12.94	
Entertainment	35.90		39.13	
Miscellaneous	59.24		57.64	
TOTAL TRAVEL EXPENSES	$ 409.06	$	$ 393.12	$

MEAL ANALYSIS				
Average Number Per Traveler Month	9.5		8.3	
Average Cost Per Meal -	$ 8.53	$	$ 8.62	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.9		1.8	
Average Cost Per Night -	$ 46.59	$	$ 45.73	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	09/84 vs 08/84		09/84 vs 12/83	
EXPENSES				
Meals	UP 51.0 %	%	UP 1.4 %	%
Lodging	UP 29.0		UP 0.1	
Public Transportation	UP 5.7		DOWN 4.2	
Car Rental	UP 49.6		DOWN 14.3	
Telephone & Telegraph	UP 34.2		DOWN 3.2	
Postage & Supplies	DOWN 3.3		DOWN 8.6	
Entertainment	UP 9.0		DOWN 20.4	
Miscellaneous	UP 19.6		UP 11.7	
TOTAL TRAVEL EXPENSES	UP 24.4 %	%	DOWN 2.6 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 35.7 %	%	DOWN 2.4 %	%
Average Cost Per Meal -	UP 10.5 %	%	UP 4.9 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 26.7 %	%	DOWN 5.3 %	%
Average Cost Per Night -	UP 0.5 %	%	UP 6.9 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031